

The Management Institute for National Development (MIND) is the Government of Jamaica's learning, leadership and organizational development institute, with the mandate "to provide effective leadership development and management training appropriate to all levels, and in line with the demands of a modern and competitive public service". MIND offers an exclusive focus on programmes, courses, outreach and supporting services that are strategically designed to enhance the professionalism and performance quality of the public sector, to deliver high quality services efficiently and effectively to all stakeholders.

Applications are invited to fill the following vacancy at the Management Institute for National Development's Hope Campus

Capability Development Specialist

In filling this vacancy we are specifically seeking to identify an individual with facilitation skills in any of the following areas: Finance and Accounting, Mathematics, Project Management and General Management.

The incumbent will be responsible for:

- The delivery of programmed, customized and online training
- The coordination and administration of programmes and courses
- Providing business development and product planning/development support
- Conducting applied and academic research

The successful candidate should possess the following competencies:

- Assessing Learning and Development Needs
- Designing and Development of Learning Solutions
- Facilitating Learning Interventions
- Support Transfer and Embedding of Learning
- Evaluate Learning
- Execute Organisational Development
- Planning, Organizing, Project Management and Administrative Skills
- Knowledge of Competency Based Education and Training

Applicants should possess the following minimum qualification and experience:

- Masters Degree in the relevant discipline;
- Teaching/Training Certification and
- Minimum of five (5) years related work experience.

Interested persons should address their applications and résumés to MIND's Director Finance, Human Resource Management & Administration via email at hr@mind.edu.jm by Friday, October 18, 2019